

Quotation Request //

US Government Printing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:324-018

Issue Date and Time: 09/25/2006 5:31 PM

Quotations are Due By:

(Eastern Time)10:00 AM on 09/06/2006

Submit Fax Quotes to: 00000000

TITLE: IAF Envelopes & Notepads

QUANTITY: 1300 total copies consisting of ITEM 1: 1,000 envelopes and ITEM 2: 300 notepads (50 leaves per pad = 15,000 leaves).

- AST 3 Fax: 202-512-1567

TRIM SIZE: .

ITEM 1: 4-1/8 x 9-1/2" (#10 envelope).

ITEM 2: 5-1/2 x 8-1/2".

PAGES: .

ITEM 1: Face only after construction.

ITEM 2: Face only.

SCHEDULE:

Furnished Material will be available for pickup by 09/01/2006

Deliver complete (to arrive at destination) by 09/15/2006

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

DESCRIPTION:

PREDOMINANT PRODUCTION FUNCTION: Presswork for printing firms and construction of envelope for envelope manufacturers.

ITEM 1: Prints type & line matter plus a fine-detailed departmental seal on the side opposite the seams. GPO imprint line must not appear on finished product.

- CONSTRUCTION: Open side with diagonal seams and a gummed flap with rounded corners.

ITEM 2: Prints type & line matter. GPO imprint line must not appear on finished product.

- PADDING: Pad 50 sheets each. Pad on the 5-1/2" top. Contractor to furnish .020" chipboard, newsboard, or equal for back.

MATERIAL FURNISHED:

ITEM 1: One (1) same-size previously printed sample for use as camera copy & construction guide. One (1) sheet of letterhead for use as paper sample - contractor must match stock & color.

ITEM 2: One (1) same-size previously printed sample for use as camera copy.

Contractor to make one line reproducible in the 1 to 25 square inch group for each ITEM.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order

ITEM 1: JCP Code* H10, Natural or Old White 100 Pct Parchment Deed, Basis Size 17 X 22", Basis Weight 32 lbs. per 500 sheets. Contractor MUST MATCH SAMPLE for stock & color.

ITEM 2: JCP Code* G10, White Bond, Basis Size 17 X 22", Basis Weight 20 lbs. per 500 sheets.

COLOR OF INK:

Black.

MARGINS:

ITEM 1 Apx: Head: 1/4"; Foot: 3-1/8"; Left: 5/16"; Right: 4-13/16".
ITEM 2 Apx: Head: 7/16"; Foot: 1/4"; Left: 1-1/2"; Right: 1-1/2". Header & footer must be centered horizontally on the 5-1/2" dimension .

PACKING:

Pack separately. Pack suitably in shipping containers & identify.

DISTRIBUTION:

Deliver 1,000 envelopes (ITEM 1) & 300 notepads (ITEM 2) (includes 50 Departmental Random Blue Label copies of each ITEM) to:

- Inter-American Foundation
 - 901 North Stuart Street, 10th Floor
 - Arlington, VA 22203
 - Attn: Paula Durbin (703-306-4357)
- Inside delivery to the 10th floor required.

QUALITY ASSURANCE STANDARDS: The following standards shall apply to these specifications:

- Inspection Levels (from ANSI/ASQC Z1.4):
- (a) Non-destructive Tests -- General Inspection Level 1.
 - (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Camera Copy